

## ACKNOWLEDGEMENTS

An acknowledgement is a notarial act in which a Notary certifies having positively identified a document signer who personally appeared and who admitted having signed the document freely.

### Steps to Perform an Acknowledgement

1. The signer personally appears before the Notary.
2. The Notary scans the document to make sure there are no blank spaces.
3. The Notary positively identifies the signer.
4. The Notary asks the signer to acknowledge executing the document and sign the document if it has not been signed.
5. The Notary completes certificate wording for an acknowledgement and affixes the official signature and seal.

### Acknowledgement by Individual

State of New Hampshire

County of \_\_\_\_\_

This instrument was acknowledged before me on (date) by (name[s] of person[s]).

\_\_\_\_\_  
(Signature of notarial official)

seal

\_\_\_\_\_  
Title (and Rank)

My commission expires: \_\_\_\_\_

### Acknowledgement for Person Signing in Representative Capacity

State of New Hampshire

County of \_\_\_\_\_

This instrument was acknowledged before me on (date) by (name[s] of person[s]) as (type of authority, e.g., officer, trustee, etc.) of (name of party on behalf of whom instrument was executed).

\_\_\_\_\_  
(Signature of notarial official)

seal

\_\_\_\_\_  
Title (and Rank)

My commission expires: \_\_\_\_\_